

AUGUST 10, 2011 – NOTES OF ACTION TAKEN BY THE SEVIER SCHOOL DISTRICT BOARD OF EDUCATION AT A MEETING HELD ON AUGUST 10, 2011, AT 4:00 PM IN THE SEVIER SCHOOL DISTRICT OFFICE.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Superintendent Myron Mickelsen, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, and Executive Secretary Patricia Sanchez.

President Johnson arrived to the meeting at 5:49 p.m.

Also in attendance were Secretary Mavane Loftus, Student Learning Director Cade Douglas, and Principal Stewart Shaver.

Vice President Jack Hansen welcomed everyone to the meeting.

Gail Albrecht offered the reverence and led the group in the Pledge of Allegiance.

ITEM #2. – CONSENT AGENDA. Vice President Hansen called for objections on the consent agenda. Since there were no objections, the consent agenda received Board approval.

ITEM #2.A. – APPROVAL OF MINUTES. Minutes from the June 22, 2011, Board Meeting and Closed Meeting were approved.

ITEM #2.B. – APPROVAL OF EMPLOYEES. The following individuals were approved for employment: **Lola Jensen** as the lead teacher for the Sevier Connection Online School; **Brandon Larsen** as a band teacher at North Sevier High; **Karen Pace** as a half-day kindergarten teacher at Salina Elementary; **Wendy Anderton** as a Family & Consumer Science (FACS) teacher at Richfield High; **Kristy Nelson** as a teacher and instructional assistant at North Sevier Middle; **Jodi Stapel, Shelly Duarte, Judy Miller, and Jennifer Anderson** as instructional assistants at Salina Elementary (*year to year*); **Jennifer Nowers** and **Christa Colby** as non-location instructional assistants for the Special Needs program (*one year only*); **Janene Torgerson** as an instructional assistant at North Sevier High (*one year only*); **Kimberly Christiansen** as a non-location instructional assistant for the Special Needs program (*one year only*); **Megan Sorenson** as the secretary at Monroe Elementary, and **Carol Blackett** as a school bus driver for the Richfield attendance area.

ITEM #2.C.1. – PRINCIPAL JOB DESCRIPTION – FIRST READING. Sevier School District has created a new job description for principals based upon the Utah Educational Leadership Standards as outlined by the Utah State Office of Education. A committee comprised of administrators, teachers, and parents created this document. Current and future principals will now have a document outlining their responsibilities as an employee of Sevier School District. This policy will be placed in Section 1 of the policy handbook, wherein policy numbers are in the process of being reestablished. The new policy received first reading approval.

ITEM #2.C.2. – REVISED POLICY #2020, INSURANCE – FIRST READING. This revision is to update the policy to reflect recent changes in the retirement contributions for Tier II retirement covered employees and to clearly define whom within the District is eligible for insurance coverage. Lastly, the policy clarifies which requirements an employee must meet

when retiring in order to purchase insurance after their retirement dates from the District. Revisions to the policy received first reading approval.

ITEM #2.C.3. – REVISED POLICY #2150, REIMBURSEMENT FOR USE OF PRIVATE VEHICLE – FIRST READING. This revision is to update the policy to be in accordance with the guidance received from Risk Management when an individual uses their private vehicle in the performance of duties for the District. It also establishes the reimbursement rate per mile and clarifies the factors involved when decisions are made regarding the use of private vehicles. Revisions to the policy received first reading approval.

ITEM #2.D. – RECOGNITION OF STUDENT. North Sevier High School student **Kaesen Rasmussen** took second place in the nation in the medical photography contest at the annual National Leadership Health Occupations Students of America Conference on June 22-25, 2011, in Anaheim, California.

Mr. Hansen congratulated Kaesen Rasmussen on his achievement and expressed appreciation to those students who participate in the vocational programs. He also praised the advisors who encourage students to take part in these kinds of opportunities.

ITEM #2.E. – SAFE WALKING ROUTES. The annual approval of the safe walking routes has now been identified as a requirement in the approval process of the School Trust Land plans. Annually, the District has updated the safe walking route plans for each community and school, and has distributed them to the parents through the schools. The proposed 2011-12 safe walking route plans received Board approval.

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ITEM #2.F. – FINANCIAL SUMMARY. The financial summary for the periods ending June 30 and July 31, 2011, was approved as well as the list of checks issued in June and July 2011.

ITEM #3. – PATRON DIALOGUE. There was no patron dialogue.

ITEM #4.A. – DISCUSSION – ITEMS FROM THE BOARD. The following items were discussed:

- Board social: After a brief discussion, it was decided to schedule a social sometime after Labor Day. The District will email the Board with some suggested dates for the social.
- Mr. Naser commented that he had a patron approach him in regards to a question about a recent position that was filled. Mr. Wilson explained that this was an item to be discussed in the closed meeting.

ITEM 4.B. – DISCUSSION – ITEMS FROM ADMINISTRATION. The following items were discussed:

Items from Superintendent Mickelsen

- Job descriptions: Superintendent Mickelsen explained that the teacher job description had recently been approved and that the principal job description was developed following the same process with the same group composed of principals, teachers, and community members. He

asked the Board members to review the description and let him know if they had any questions, concerns, and input.

- Contracts: Mr. Kyhl, Mrs. Harvey, and Mrs. Carter have accomplished the contracts for the teachers and principals for this school year. The intent is to mail both the job description and the contract to teachers and principals asking them to return the signed contract before the beginning of school. Mr. Wilson added that contracts were done differently this year, which allows the District to accelerate the issuance. Basically, they are being done by hand through a mail merge program vs. through the main system as we used to do. Teachers wanted to receive their contracts earlier than in the past.

- CTE director and secretary: Letters from CTE Director Leon Stewart and Secretary Darlene Wabel were provided for the Board's review. Superintendent Mickelsen explained that Snow College has recently made changes in their administration at the Richfield campus. They have hired a Dean of the vocational side of Snow College Richfield and didn't want a duplicate of assignments and responsibilities. Mr. Stewart was released from their staff and his responsibilities have shifted to the new Dean. Mr. Stewart will continue to serve as the multi-district CTE for Sevier, Wayne, and Piute Districts. These smaller districts definitely need a CTE director. The District is in the process of providing office space for Mr. Stewart and Mrs. Wabel. Their contracts are for one year only, and they have agreed to help the District make the transition of administrative assignments throughout the District.

Mr. Wilson explained that one of the changes made when Mr. Stewart and Mrs. Wabel went to Snow College was that they would coordinate the Pathways program, which is a \$50,000 + grant. Mrs. Wabel has been the Pathways coordinator. The program will come back to Sevier District with her, rather than stay at the college. The District thought they were working on a transition plan with the Snow College personnel and were later informed by Snow College that there would be no transition plan and that they were going to make an immediate change.

- Excused absences for students of military families: Superintendent commented that the District began working on the letter in April and it is consistent with what was explained to the Board and also to the principals. The Board was provided the letter for review.

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- Superintendent Mickelsen presented the District's summary data for 2011. He explained that early in the fall the District takes NWEA assessments, and then in the winter, find out how well the District is doing in student achievement and growth. The group reviewed the summary data presented.

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- Superintendent Mickelsen provided a PowerPoint presentation on Sevier School District's implementation of the *Power of EPAS and Adaptive Testing*, which was presented to the Governor's Educational Excellence Commission in July. He explained that the legislature and the Governor's Commission want to raise the bar for high school graduates. They are saying that by 2020, districts should have 67 percent of their students meeting the ACT benchmarks or be college career ready. Superintendent Mickelsen stated that not all students are going or should go to college, but should have the preparation ready to do so. Vocational programs now need some additional types of training combined with technical skills.

The iObservation program was implemented to increase the effectiveness of teachers. The objective is to find common strategies that will help all teachers improve and to line up the

professional development to have an effect on student data and a deliberate practice with a professional growth plan as to connect everything to student achievement.

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- Principal presentations: There was discussion about making some changes to the principal presentations at Board meetings. The Board was asked what they would like to have reported. Mr. Wilson suggested bringing each school level (elementary, middle, and high) together as a group, allowing them 15 minutes or so to give specific information on test data, student achievement, etc. In doing it this way, you'd have all the schools together to compare, have a discussion, and ask questions. Principal reports would then be presented three times during the year instead of each Board meeting. Mr. Hales suggested that the principals have the opportunity to ask Board members what they could do to help at their schools. Superintendent Mickelsen stated that the past presentations have been effective to a point but feel there is a lot of repetition. He would like to enhance the presentations so that Board members feel the information is beneficial to them. Mr. Wilson added that by having them report as a group, they would be able to discuss their frustrations, which might be an area where Board members could help. It was decided to have the principal's report as groups and to try this method for one year.

Superintendent Mickelsen expressed appreciation to the Board members. He said that as he has traveled around the state this past year as a superintendent and has heard different things about Boards, he felt that Sevier has the best or one of the best Board's in the state. Mr. Hales also commented on the caliber of the District Administration and expressed thanks to them for their leadership.

- Principal visits: Cade Douglas told the group that he, Superintendent Mickelsen, and Mrs. Albrecht visited with each principal at their school on August 3 to discuss assessment data.

Items from Gail Albrecht

- Mrs. Albrecht reported that the sixth and final session of iObservation training was scheduled for Thursday, August 11 at 8:30 a.m. at the District Office. This training will focus on optimizing the tool. Board members were invited to attend the training. Administrators understand the tool and know what the strategies are. Principals, for the most part are using the scale. They are giving feedback to the teachers, but don't always get feedback in return from the teachers, which is something they'll continue to work on.

- New Teacher Training is scheduled for Thursday & Friday, August 18-19 at the District Office. There are eight new teachers, three elementary and five secondary.

- Opening Institute is scheduled for Monday, August 22, from 8:00-9:00 a.m. in the Sevier Valley Center Theater. There will be approximately 15 teachers, who have completed their master's degree. The Board was invited to attend and shake the hands of those being recognized. Due to budget constraints, financial support for this program is currently no longer offered by the District. The speaker for Opening Institute is Mike Schlappi, who has ties to Sevier County. Mr. Wilson told the group that Mr. Schlappi has been confined to a wheelchair and is one of the most dynamic and captivating speakers he has heard. He was on the gold medal team for the Para-Olympics. He has an incredible life story that all of us could learn from.

- Adequate Yearly Progress (AYP): Mrs. Albrecht presented the AYP report for the District and for each school. In grades 3-8, the District as a whole, received a *yes* with an *asterisk*, meaning yes, we made adequate yearly progress but did it through safe harbor. Safe harbor means instead of getting the required percent of students at or above the proficiency bar, we decreased

the percent of students, who are not proficient. Our District is out-performing the state even though some of the schools didn't make AYP. The elementary schools (except Koosharem Elementary) are the only Title I schools in the District. She explained that if a school didn't make AYP for two years in the same subject, they would be under sanction, and after four years, they would have to offer choice, provide supplemental services, or restructure the school. Sanctions only apply to Title I elementary schools. There is no sanction at the middle or high school level. The District also made AYP in grades 9-12. According to Utah's plan, only the 10th grade is included in the AYP calculation at the high school level. Two elementary schools didn't make AYP based on the students with disabilities subgroup in language arts. One secondary school didn't make AYP based on whole group mathematics. The larger the subgroup, the smaller the safe harbor error of measure is. Mrs. Albrecht will continue to review the data to determine if there is a basis for appeal.

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- Annual Measurable Achievement Objectives (AMAOs): This is a progress report for English Language Learners (ELL), a subgroup of students who don't speak English as their first language. This is only a District report and we did receive a *yes* on the AMAO, meaning ELL students in our District are making adequate progress in learning English.

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- Mrs. Albrecht reported that the District held an open house for the K12 Online School, in which there was good attendance. There was interest among parents who home school their students. They expressed appreciation for the support. She complimented Mr. Douglas and Mrs. Jensen for their efforts in directing this new program.

Items from Pat Wilson

- Construction update/Change orders: Mr. Wilson reviewed the change orders for the following projects.

NSHS Vocational Ag Shop addition and remodel: The project is coming along well and a preliminary punch on accepting the entire job will be done on Tuesday, August 16. A metal roof has been put on the facility. He explained that this has been a very delightful job, with one change order, which was a credit. Two outlets were put on the outside of the building so that heat tape could be put down the drainpipe as a preventative.

MES/PES restrooms upgrade and remodel: The project at Monroe has been very challenging. There was some miscommunication on the way the drawings were prepared that went out to bid. There were some significant changes made to the plans as to meet the needs of the special education students. Mr. Wilson shared those changes with the group and stated that it turned out to be a better plan.

SSMS HVAC upgrade: This has also been a very challenging project and it would not be in place before school begins. They hope to have the unit set before school starts. It's been difficult to get answers from the engineer. The District had to come back in and hire KMA Architects to oversee the job as Olsen & Peterson failed the District.

SES modular classroom replacement: The old portables from Salina Elementary have been removed and are being replaced by the modular buildings the District purchased from Alpine. It will provide a much better classroom environment.

Site improvements 2011: The concrete is completed at SES and MES, and is close to being done at SSHS. There were two soft spots at SSHS, which have been re-excavated. One spot will have asphalt and the other one concrete. The front of SSMS looks very good and the concrete has been poured. They were ready to lay asphalt and when the engineers went to test it, the rain that had come in the days prior, had gone underneath and the impact of the sub-grade was wet and they could not get it to stop pumping. They dug it all out, the road base was pulled, the area dried out, and they plan to pour asphalt again. He praised Carlisle Excavating for the great job they've done on this project. Also, between Zions Bank and Ashman's unloading area, the shrubs are being replaced with cement. The projects at the District Office and the bus garage have been delayed until school gets underway.

Summer maintenance: The maintenance crew has been very busy helping with problems at the construction sites. Lockers are being installed, and the gym floors at NSHS and SSMS have been redone. It will take some time to transition the new school colors at SSMS.

Elementary fiber optics: With the help of Monroe City, the District was able to connect MES above ground through the middle school.

- PaySchools usage report: Mr. Wilson provided an update on the PaySchools program and reported that it's working well and has been very effective. It handles approximately one-third of the transactions done by the high schools.

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- Advance refunding bond update: The District had 12 bidders on the bonds and was expecting about a 1.5 percent interest rate. George K. Baum, located in Colorado, came in at a 1.36 interest rate, which was well below the expectation. The actual debt schedule was shared with the group. The cash-flow savings are \$70,859 and the amount saved over the next six years is over \$400,000. Mr. Wilson explained that the District would be rated through the rating agencies of S&P and Moody's. The District is rated an A1, which is very poor; however, it is really good for who we are. The District is rated AAA through the Utah Bond Guarantee Act; however, standing alone, the District would get the A1 rating. One of the reasons for this kind of rating is because of the lack of diversity in our assessed evaluation.

- Solid waste and boiler ash RFP: Mr. Wilson provided a copy of the bid that is currently being advertised in the local newspapers. The closing date is Friday, August 19 at 12 noon.

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- NSBA intentions (April 21-23, 2012, Boston – preconference April 20): Board members were asked to come prepared to the September meeting as to whether or not they would be attending the convention.

- USBA intentions (January 11-14, 2012): Board members were asked to mark their calendars for the upcoming convention.

- Mr. Wilson explained that wireless access will be available in all of the District's schools, and was piloted at SSHS for a year. The District felt that wireless was needed with the move on individual electronic devices like iPads and iPods and those types of things that use wireless. This also goes along with the voted leeway concept on raising taxes for technology. Some of the teachers have been helping to pull wires this summer. The installation process will begin with the high schools, then the middle and elementary schools.

- Healthy Utah is scheduled for August 22-23 at the District Office. Board members were invited along with their spouses to come and get their biometrics done or make changes to their

insurance plans. Mr. Wilson informed the Board that if they had their biometrics done at the state convention in January, they were not eligible to come this time because it's only allowed one time per year.

- Mr. Wilson provided the new debt service schedule after the bond refunding.

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ITEM #5. – CLOSED MEETING. A motion was made at 6:20 p.m. by Don Naser and seconded by Tom Hales to go into the Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual(s), negotiations, real property, and litigation. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Superintendent Myron Mickelsen, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, and Executive Secretary Patricia Sanchez.

A motion was made at 6:51 p.m. by Jack Hansen and seconded by Tom Hales to go out of a Closed Meeting. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

ITEM #6. – ACTION ITEMS. A motion was made by Jack Hansen and seconded by Don Naser to approve the following items: Negotiations for all employee groups, change order #1 for the North Sevier High School Vo-Ag shop, change order for the Monroe/Pahvant Elementary restrooms remodel, change orders #1 and #2 for site improvement projects, advance refunding of 2003 Series Bond, and the purchase of the Jerry Larsen property located near Richfield High School. Motion passed unanimously.

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A motion was made at 6:57 p.m. by Don Naser and seconded by Tom Hales to adjourn the meeting.

I certify that upon motion duly made, seconded and passed, the Board of Education of the Sevier School District approved the foregoing minutes on the 14th day of September 2011. I further certify that a quorum of the Board was present on both the day covered by these minutes and the day of approval.

Patrick Wilson, Business Administrator